



FIELD TRIP REQUEST FORM

Overnight / Out of State Sports / Field Trips / Community Service

TO BE COMPLETED BY TEACHER OR ORGANIZATION

[LINK](#) to Contract

Organization/School	HKMS	Date	8/29/23
Teacher	Jess Maynard	Phone/ Ext. #	860-663-1241
Reason For Request	6th grade Nature's Classroom - One week, overnight experience.		
Organization Information			
Representative	Nature's Classroom New England	Phone #	603-539-8053
Bill To	Nature's Classroom New England	Name	Pam Van Auken
Address	Nature's Classroom New England PO Box 4627 Portsmouth, NH 03802		
Comments	We are using the Campsite in Ivoryton. Our Contact: John Rumore: john@naresclassrooms.com		
Departure Schedule			
Departure Date	April 15	Depart Time	10:30
Departure From	HKMS	Destination	Incarnation Center-Ivoryton, CT
Arrival Schedule			
Arrival Date	April 15	Arrival Time	10:50
Number of Students/ People Count	128	Chaperone(s) Count	16
Other Count		Total Count	144
Use Regional Buses	4	Other	
Return Schedule			



FIELD TRIP REQUEST FORM

Overnight / Out of State Sports / Field Trips / Community Service

Return Date	April 19	Departure Time	12:00
Return Destination	HKMS	Estimated Return Time	12:20

Teacher/ Organizational Rep. Signature	Jessica Maynard	Date	September 1, 2023
Principal Signature	Dorothy Ventura	Date	September 1, 2023
Superintendent Signature		Date	

It is the teacher's responsibility to contact the substitute teacher processor.

TO BE COMPLETED BY TRANSPORTATION

[LINK](#) to Transportation Quote

The destination is less than 10 miles away from HKMS and is about a 15 minute trip.

Date Received	9/7/2023	Driver Assigned	
Driver Hourly Rate		Date Assigned	
	Estimate	Actual	
Driver Hours			
Driver Stand By			
Mechanic Stand By			
Approx. Mileage	338.13		
<div></div>			
Cost			
Tolls			
Parking			
Hotel/Motel	488		Finish Mileage
Meals			Start Mileage
Total	Total per student: \$495.		Total

Transportation Approval



FIELD TRIP REQUEST FORM

Overnight / Out of State Sports / Field Trips / Community Service

Authorized Rep Signature		Date	
--------------------------	--	------	--